

PERSONNEL DEVELOPMENT SEMINARS (PDS) Request for Proposals (RFP)

Course title: GRANT WRITING AND DEVELOPMENT

Prerequisites: None

Intended audience: State employees at all levels

Overall purpose:

Provide instruction on developing, writing, and managing grant proposals.

Topics to include:

- finding grant opportunities
- developing a proposal
- setting goals and objectives
- writing the grant narrative
- going the extra-mile – form and design
- projecting the grant budget
- managing the program
- compliance with governmental regulations
- reference web sites for examples and resources
- pre-testing and post-testing

Suggested delivery methods:

- lecture
- individual activity
- visuals
- diverse approaches in teaching to match the different styles of adult learners
- sample grant(s)

Course length (contact hours per day): 2 days (14 hours)

Estimated number of 2004-2005 consultation and/or training Sessions: 2

Approximate participants per course: minimum 12 maximum 24

Other: Instructor must be able to travel throughout the state of Iowa.